

Log In

Please sign into the Public Meeting Calendar, by entering your email address and password below and then clicking on the 'GO' Button.
If you have any questions, please contact Lynn Hooper at [302-857-3022](tel:302-857-3022) or lynn.hooper@state.de.us

Email *

Password *

Go

[Forgot Password](#)

[Create New Account](#)

Figure 1 Sign In Screen

After conversion to the new Public Meeting Calendar, all users will be asked to create a 'new' sign-in using your email address. Your password can remain the same or you can change it if you wish.

Note: SSO just validates your password. PMC determines if you are an admin or author or unauthorized.

The new URL will be publicmeetings.delaware.gov = public viewing

pmc.delaware.gov = author to create meetings = SSO would determine if the user is an author vs admin

The old URLs will redirect for now to publicmeetings.delaware.gov

Agency: Animal Welfare Task Force





















































Title	Date and Time	Agenda	Minutes	Actions
meeting	2016-11-16 09:00 AM	+	+	   
c again	2016-07-20 09:00 AM	✓	✓	   
b	2016-07-13 09:00 AM	!	!	   
a	2016-07-13 09:00 AM	!	!	   
Animal Welfare Task Force Meeting	2013-03-15 02:00 PM	✓	+	   
Animal Welfare Task Force Meeting	2013-02-21 02:00 PM	✓	✓	   
Animal Welfare Task Force Meeting	2013-01-18 02:00 PM	✓	✓	   
Animal Welfare Task Force Meeting	2012-12-13 02:00 PM	✓	✓	   
Animal Welfare Task Force Public Hearing	2012-11-29 07:00 PM	+	+	   
Animal Welfare Task Force Meeting	2012-11-15 02:00 PM	✓	✓	   
Animal Welfare Task Force Meeting	2012-10-18 02:00 PM	✓	✓	   
Animal Welfare Task Force Meeting	2012-09-20 02:00 PM	✓	✓	   
Animal Welfare Task Force Meeting	2012-08-15 02:00 PM	✓	✓	   

Figure 2 Home Screen = List My Meetings

Once you sign in, you will go to this screen – List My Meetings

This screen will display the meetings you have entered, their date and time, whether or not there is an agenda and timeline attached to the meeting, and under the Actions Column: edit, copy, information (what is the meeting id), and cancel (trash can)

Agency: Animal Welfare Task Force

























Title	Date and Time	Agenda	Minutes	Actions
c	2016-07-13 09:00 AM	!	!	   
b	2016-07-13 09:00 AM	Manage documents for this meeting	!	   
a	2016-07-13 09:00 AM	!	!	   
Animal Welfare Task Force Meeting	2013-03-15 02:00 PM	✓	✓	   
Animal Welfare Task Force Meeting	2013-02-21 02:00 PM	✓	✓	   
Animal Welfare Task Force Meeting	2013-01-18 02:00 PM	✓	✓	   

Figure 3 Manage Documents Button – the red question mark indicates that no document is attached to the meeting. A checkmark indicates that there is.

Agency: Animal Welfare Task Force












Title	Date and Time	Agenda	Minutes	Actions
c	2016-07-13 09:00 AM	!	!	   
b	2016-07-13 09:00 AM	!	!	Edit   
a	2016-07-13 09:00 AM	!	!	   

Figure 4 Edit Meeting Button – if you need to update the meeting time, location, etc.

Agency:

Animal Welfare Task Force













Title	Date and Time	Agenda	Minutes	Actions
c	2016-07-13 09:00 AM	!	!	   
b	2016-07-13 09:00 AM	!	!	   
a	2016-07-13 09:00 AM	!	!	   

Figure 5 Copy Meeting Button – when you have the same meeting each month, you can copy the first meeting, update date and time, and save without having to re-type everything for each individual meeting.

Agency:

Animal Welfare Task Force

















Title	Date and Time	Agenda	Minutes	Actions
c	2016-07-13 09:00 AM	!	!	   
b	2016-07-13 09:00 AM	!	!	   
a	2016-07-13 09:00 AM	!	!	   
Animal Welfare Task Force Meeting	2013-03-15 02:00 PM	✓	✓	   

Figure 6 Meeting Information Button – gives you the meeting id created by the system

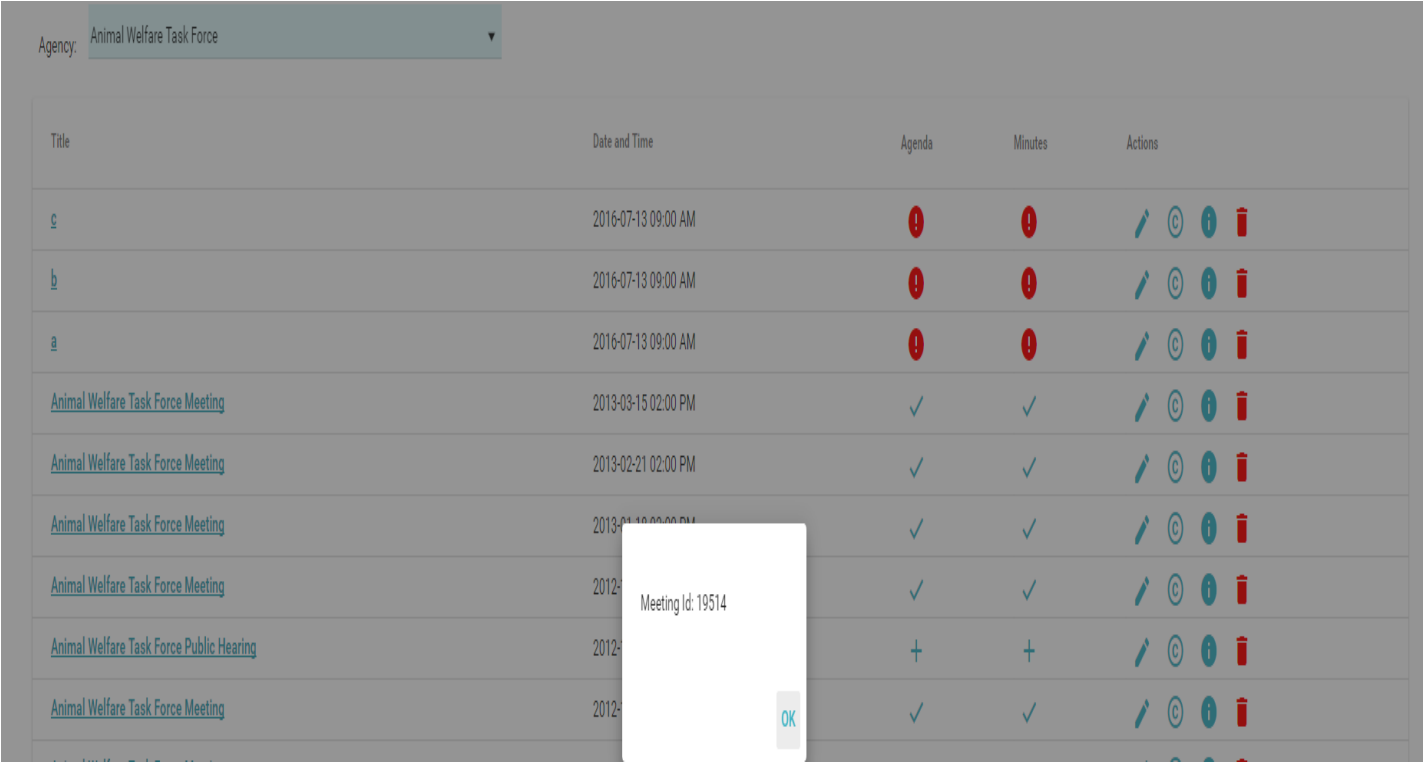


Figure 7 Meeting Information Button

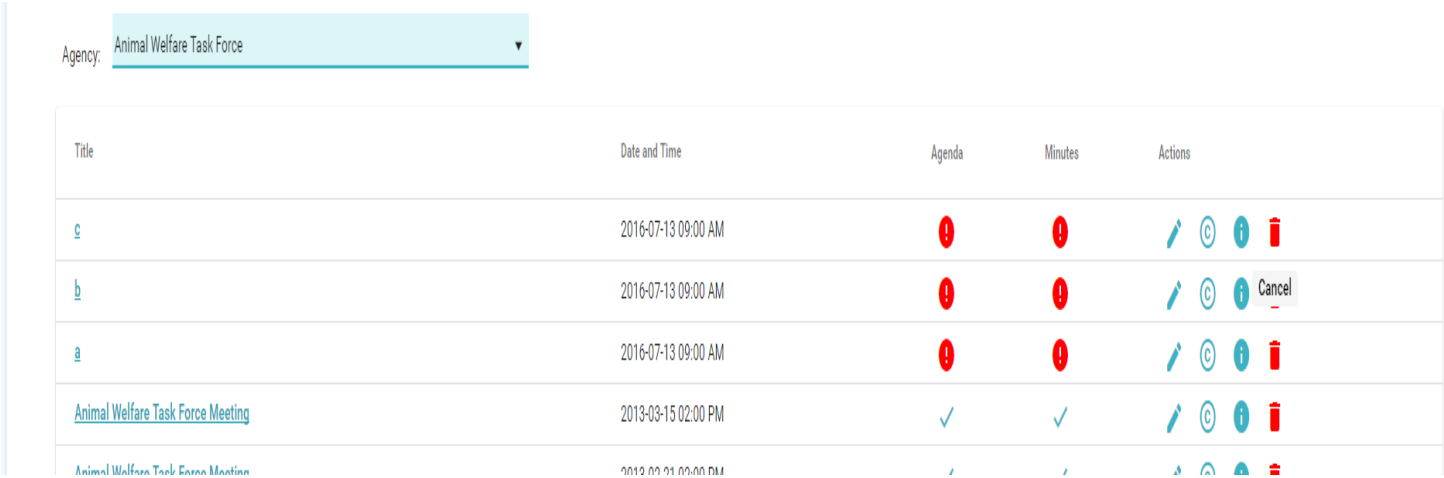


Figure 8 Cancel a Meeting Button – click on the red trash can

Agency:

Animal Welfare Task Force

Title	Date and Time	Agenda	Minutes	Actions
c	2016-07-13 09:00 AM	!	!	
b	2016-07-13 09:00 AM	!	!	
a	2016-07-13 09:00 AM	!	!	
Animal Welfare Task Force Meeting	2013-03-15 02:00 PM	✓	✓	
Animal Welfare Task Force Meeting	2013-02-21 02:00 PM	✓	✓	
Animal Welfare Task Force Meeting		✓	✓	
Animal Welfare Task Force Meeting		✓	✓	
Animal Welfare Task Force Public Hearing		+	+	
Animal Welfare Task Force Meeting		✓	✓	
Animal Welfare Task Force Meeting		✓	✓	

Are you sure you want to cancel meeting?

Animal Welfare Task Force Meeting on 2012-12-13 at 02:00 PM

Not now

Please do it!

Figure 9 Cancel a Meeting Button – are you sure you want to cancel the meeting?



Agency: **Animal Welfare Task Force**

Meeting

Title *

0/100

Purpose *

0/500

Additional Info

0/1000

When

2016-11-02 09:00 AM - 10:00 AM



Where

To Be Announced



Room / Floor

0/100

Comments

0/500

Virtual Meeting

Information

0/1000

Url

0/300

Associated Link

Associated Link Text

0/100

Associated Link Url

0/300

Contact Information

Name *

0/100

Phone *

Email *

Last Modified :
Last Modified By :
Created :
Created By :

Save

Figure 10 Meeting Creation Page

There is a whole new look to creating a meeting. Starting at the top, you will click the drop down to pick the agency the meeting is for. You will then type in the title of the meeting, the purpose of the meeting and any other information. The 1/100, 1/500, etc. are how many characters are allowed in the line. The next box is **when**: which will pop up a date picker for you to pick the day and time. The next box is **where**: you click on the blue teardrop to pick the building the meeting will be held in and then type the room and any additional comments. The last box is to be filled in if this is a Virtual meeting only and will not be held in a building, i.e., a conference call, video conference, skype, etc. Type in the information for that meeting and the URL for that meeting if it is Skype. If the meeting location is TBD – pick the building called ‘TBD’

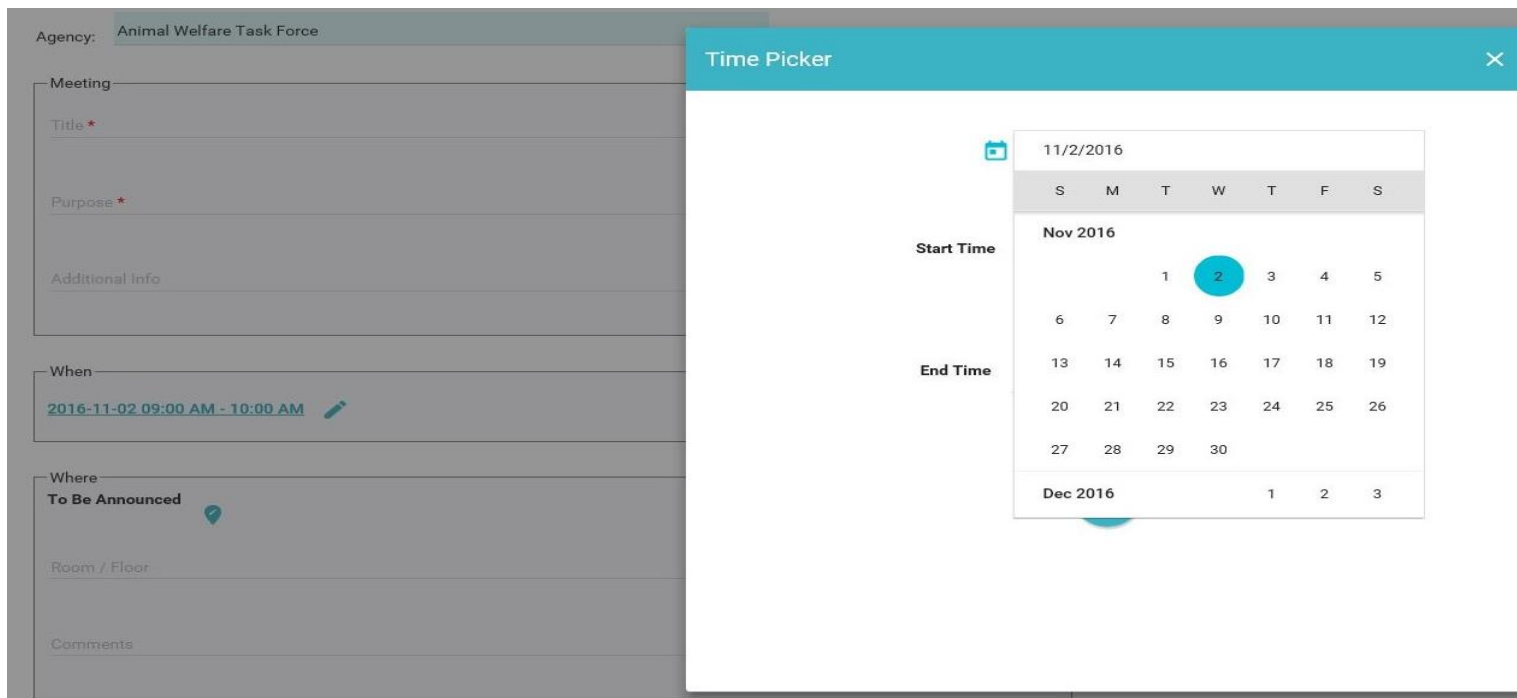


Figure 11 Meeting Creation Page – Calendar pop-up to pick your meeting date

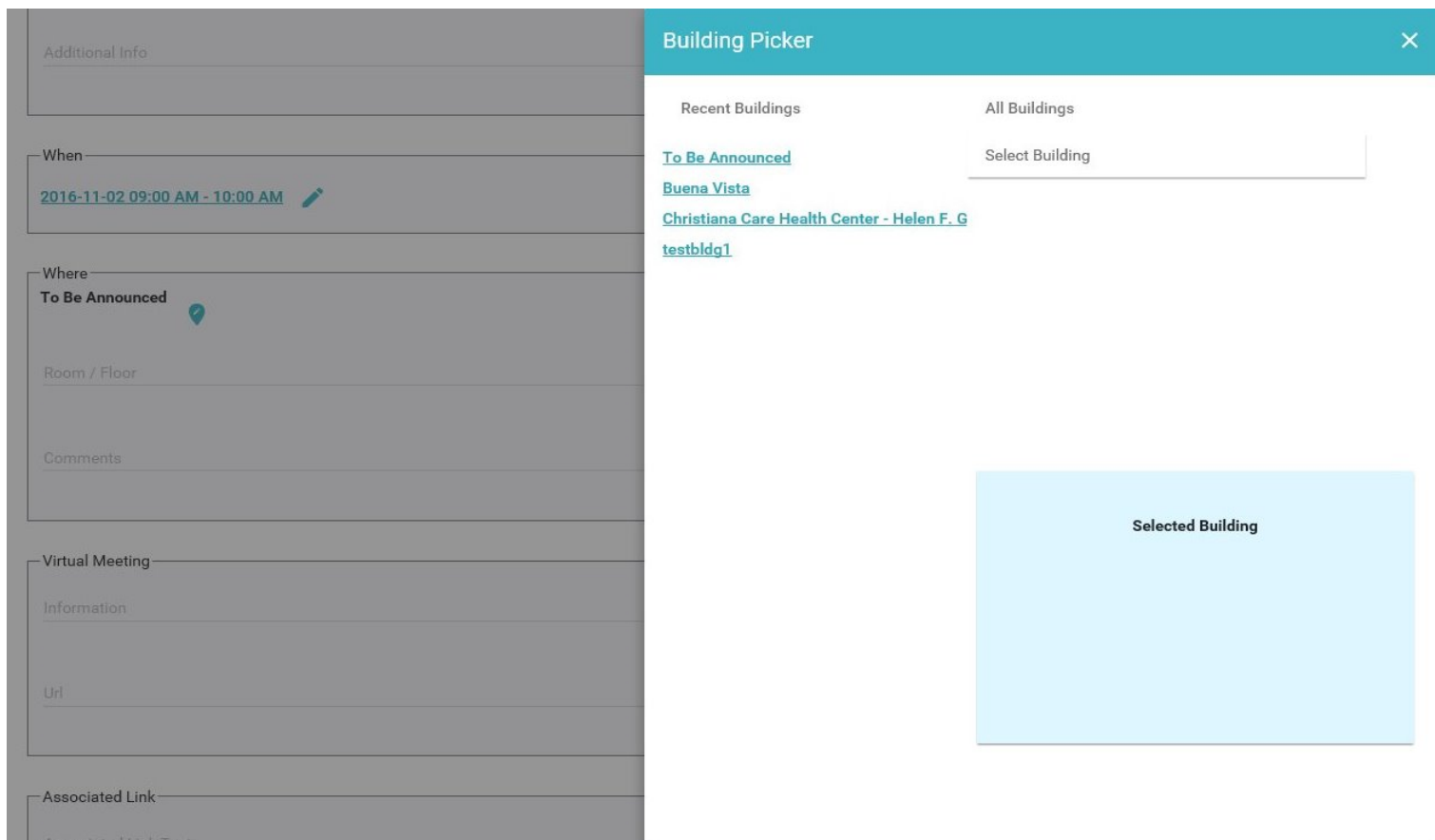


Figure 12 Meeting Creation Page – Building Picker – chose from the list of building locations

Agency: Animal Welfare Task Force

Meeting

Title *

Purpose *

Additional Info

When

2016-11-02 09:00 AM - 10:00 AM

Where

To Be Announced

Room / Floor

Comments

Virtual Meeting

Building Picker

Recent Buildings

To Be Announced

Buena Vista

Christiana Care Health Center - Helen F. G

testbldg1

All Buildings

Buena Vista

Selected Building

Buena Vista
661 S DuPont Hwy
New Castle DE 19720


OK

Figure 13 Meeting Creation Page – Building Picker – chose from the list of building locations and click OK

Agency: **Animal Welfare Task Force**

Meeting	
Title *	
MEETING	7/100
Purpose *	
meeting	7/500
Additional Info	
meeting	7/1000

When
2016-11-16 09:00 AM - 10:00 AM 

Where	
Buena Vista 661 S DuPont Hwy New Castle DE 19720 	
Room / Floor	0/100
Comments	0/500

Virtual Meeting	
Information	0/1000
Url	0/300

Associated Link	
Associated Link Text	0/100
Associated Link Url	0/300

Contact Information	
Name *	
lynn hooper	11/100
Phone *	
302-857-3022	
Email *	
lynn.hooper@state.de.us	

Last Modified :
Last Modified By :
Created :
Created By :

Save


Figure 14 Meeting Creation Page – Click Save




Agency:

Animal Welfare Task Force

Title	Date and Time	Agenda	Minutes	Actions
meeting	2016-11-16 09:00 AM	+	+	   

Figure 15 Meeting Added and on Authors List My Meetings page



 List My Meetings
  Create Meeting
  Manage Documents

Agency: Animal Welfare Task Force

Meeting

Title *

Animal Welfare Task Force Meeting

33/100

Purpose *

The Animal Welfare Task Force is meeting pursuant to SCR 44


59/500

Additional Info


0/1000

When

2013-03-15 02:00 PM - 04:30 PM



Where

Buena Vista
 661 S DuPont Hwy
 New Castle DE 19720
 

Room / Floor

0/100

Comments

0/500

Virtual Meeting

Information

0/1000

Url

0/300

Associated Link

Associated Link Text

0/100

Associated Link Url

0/300

Contact Information

Name *

Carling Ryan

12/100

Phone *

302-577-8718

Email *

carling.ryan@state.de.us

24/254

Last Modified :

Feb 26, 2013 03:40:26 PM

Last Modified By :

carling.ryan@state.de.us

Created :

Feb 26, 2013 03:40:26 PM

Created By :

DTI_AppsDelivery_EApps@state.de.us

Save

Figure 16 The modification tracker – who created the meeting in the system and who modified it after

Fort Dupont Redevelopment and Preservation Corporation Board Meeting

2015-10-21 08:30 AM **Status:**Active Parks and Recreation / Parks and Recreation / Natural Resources and Environmental Control

Fort Delaware/Fort DuPont State Park - Grass Dale Center
108 N Reedy Point Rd
Delaware City DE 19706

Jeffrey Randol
JDRandol@mac.com

Agenda

Associated Document

Minutes

File

No file chosen

Document Name	Type	Created		Actions
30101_Agenda.pdf	Agenda	Oct 16, 2015 10:03:07 AM By: JDRandol@mac.com	true	
30101_Minutes.docX	Minutes	Oct 13, 2015 10:59:28 AM By: JDRandol@mac.com	true	

Last Modified: Oct 16, 2015 10:02:47 AM

Last Modified By: JDRandol@mac.com

Created: Aug 30, 2015 08:03:39 PM

Created By: DTL_AppsDelivery_EApps@state.de.us

Figure 17 Pick what you are uploading: Agenda, Associated document, Draft Meeting Minutes, Final Meeting Minutes

[List My Meetings](#)
[+ Create Meeting](#)
[Manage Document](#)

Admin
Press F11 to exit full screen

Meeting id *
30101

[Fort Dupont Redevelopment and Preservation Corporation Board Meeting](#)

2015-10-21 08:30 AM **Status:** Active Parks and Recreation / Parks and Recreation / Natural Resources and Environmental Control

Fort Delaware/Fort DuPont State Park - Grass Dale Center
108 N Reedy Point Rd
Delaware City DE 19706

Jeffrey Randol

JDRandol@mac.com

Agenda ▾

Choose File No file chosen

Document Name	Type	Created	Imported	Actions
30101_Agenda.pdf	Agenda	Oct 16, 2015 10:03:07 AM By: JDRandol@mac.com	true	
30101_Minutes.docX	Minutes	Oct 13, 2015 10:59:28 AM By: JDRandol@mac.com	true	

Last Modified:
Last Modified By:
Created:
Created By:

Oct 16, 2015 10:02:47 AM
JDRandol@mac.com
Aug 30, 2015 08:03:39 PM
DTI_AppsDelivery_EApps@state.de.us

Figure 18 Chose the File to upload

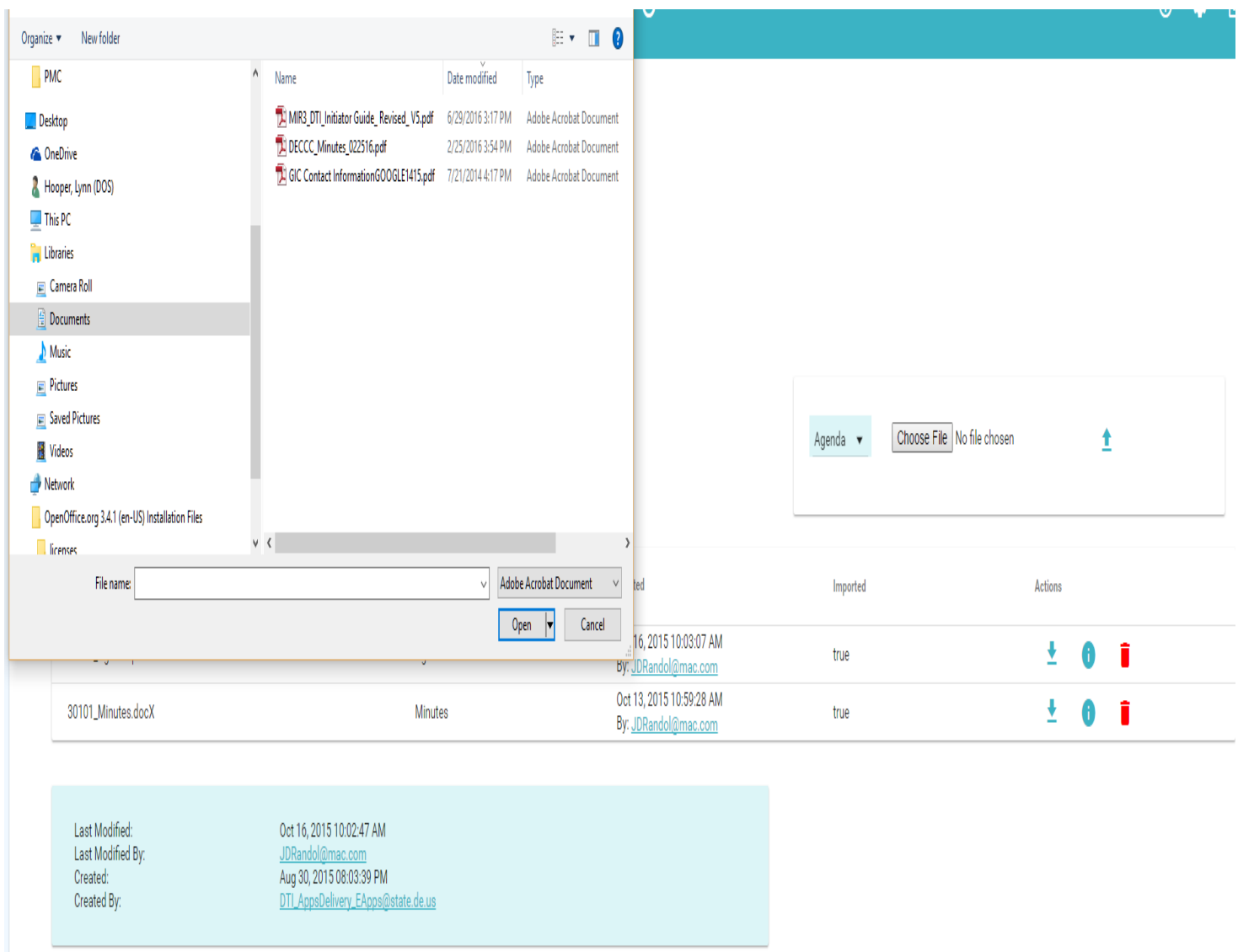


Figure 19 Picking the file to upload

Meeting Id *

30101



Fort Dupont Redevelopment and Preservation Corporation Board Meeting

2015-10-21 08:30 AM **Status:**Active Parks and Recreation / Parks and Recreation / Natural Resources and Environmental Control

Fort Delaware/Fort DuPont State Park - Grass Dale Center
108 N Reedy Point Rd
Delaware City DE 19706

Jeffrey Randol

JDRandol@mac.com

Agenda ▼

Choose File

No file chosen



Upload

Document Name	Type	Created	Imported	Actions
30101_Agenda.pdf	Agenda	Oct 16, 2015 10:03:07 AM By: JDRandol@mac.com	true	
30101_Minutes.docX	Minutes	Oct 13, 2015 10:59:28 AM By: JDRandol@mac.com	true	

Last Modified: Oct 16, 2015 10:02:47 AM
Last Modified By: JDRandol@mac.com
Created: Aug 30, 2015 08:03:39 PM
Created By: DTL_AppsDelivery_EApps@state.de.us

Figure 20 Click the upload button

Meeting ID

38245

meeting

2016-11-16 09:00 AM

Status:Active

Animal Welfare Task Force / General Assembly

Buena Vista

661 S DuPont Hwy

New Castle DE 19720

lynn hooper

302-857-3022

lynn.hooper@state.de.us

Agenda

Browse...

Document Name	Type	Created	Imported	Actions
38245_Minutes-Final.pdf	Minutes-Final	Nov 02, 2016 03:53:33 PM By: lynn.hooper@state.de.us	false	<div></div> <div></div> <div></div>
38245_Minutes-Draft.pdf	Minutes-Draft	Nov 02, 2016 03:52:47 PM By: lynn.hooper@state.de.us	false	<div></div> <div></div> <div></div>
38245_Minutes-Draft.pdf	Minutes-Draft	Nov 02, 2016 03:52:32 PM By: lynn.hooper@state.de.us	false	<div></div> <div></div> <div></div>
38245_Agenda.pdf	Agenda	Nov 02, 2016 03:52:24 PM By: lynn.hooper@state.de.us	false	<div></div> <div></div> <div></div>

Last Modified:

Nov 02, 2016 03:50:21 PM

Last Modified By:

lynn.hooper@state.de.us

Created:

Nov 02, 2016 03:50:21 PM

Created By:

lynn.hooper@state.de.us

Figure 21 Authors view of the meeting and the associated documents